



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



**POSITION AND DUTY MOS:**  
Personnel/Admin NCO, 42A20

**RANK/GRADE:**  
**SGT/E5**  
**(Minimum: SPC/E4)**

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**NATIONWIDE**

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**NCARNG  
SOLDIERS ONLY**

**ANNOUNCEMENT #:**  
AGR-FTM 2013-18

**UNIT, LOCATION, POC:**  
HHD 690<sup>TH</sup> BSB, Kinston, NC 28504  
POC: MSG Travis Evans (919) 538-3785  
[travis.evans2@us.army.mil](mailto:travis.evans2@us.army.mil)

**OPENS:**  
07 December 2012

**CLOSES:**  
04 January 2013

**POSITION DESCRIPTION:** Performs administrative and personnel duties in support of assigned unit. Advises the Readiness NCO and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards unit supplies and equipment. Performs other military duties as required by mission.

**QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for MOS **42A** in accordance with DA Pam 611-21-- **includes minimum score in aptitude area CL in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 95 if administered prior to 2 January 2002, 92 if administered on and after 2 January 2002 and prior to 1 July 2004 or 90 if administered on and after 1 July 2004.** If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must be a member of the Armed Forces. Must be able to obtain and maintain a Secret Security Clearance Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

**APPLICATION PROCEDURES:** On-board NCARNG AGR soldiers **must** submit the following:

1. OTAGNC Form 690-101, AGR Mobility Application (**OCT 02**).
2. Letter of recommendation from your Brigade AO.
3. Last two DA Form 705 (attach DA 5500-R/5501-R and DD 3349 if applicable).
4. Last three NCOERs (must show rated time for last 36 months, letter from Commander is needed if missing rated time) .
5. Current **signed and certified (by your PSNCO) copy** of DA Form 2-1 or ERB with **ASVAB** scores.
6. AGR soldiers will not be reassigned during the first 18 months of their initial tour. Exceptions to the 18 month rule require prior approval of NGB-ARM.

**NOTE:** Packets **received without certification or signatures** will be considered incomplete.

**OTHER APPLICANTS:** Submit NGB Form 34-1 (**NOV2010**), Application for Active Guard/Reserve Position, to the address at the end of this announcement. **Ensure Position Title and Announcement Numbers are entered in the first blocks below the Privacy Act statement.** **Include e-mail address at the top 1<sup>st</sup> page of NGB Form 34-1.** If you are -deployed, submit a memo stating the followings: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). The following documents **must** be enclosed (photocopies only – do not send originals): **NO BINDERS PLEASE.** **Applications received without requested documents, such as, NGB Form 34-1 not signed, or DA Form 2-1 not certified and signed will be considered incomplete.**

1. NGB Form 34-1 Application for Active Guard/Reserve (AGR) (**Application must be signed.**)
2. Certified copy of DA Form 2-1 or ERB with **ASVAB** scores (**Must be certified by Unit Administrator or State MILPO and signed by the applicant.**)
3. Personnel Qualification Record (PQR) for National Guard applicants only
4. DA Form 705 (**Must have successfully completed an APFT within the last 12 months.**) (Soldiers who did not meet the height and weight IAW AR 600-9 must attach DA Form 5500-R/5501-R.)
5. Current military physical examination (DD Form 2808 & 2807-1 or a PHA within last 15 months) to include physical profiles (DA 3349) if applicable. Note: DD Forms 2808 & 2807-1 must be less than 5 years old.
6. Medical Fitness Standards (applicable only if selected for this position):
  - a. Soldiers must have a favorable Periodic Health Assessment (PHA) (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program.
  - b. Must have **HIV** less than 24 months old at time of application (If it is older than 24 months you are required to have new test results prior to hire date.
  - c. Must have a favorable **Drug Screen** 30 days prior to initial entry into the AGR program.
  - d. Pregnancy testing for female soldiers will be accomplished 15 days prior to initial entry.
7. DA Form 7349-R, Annual Medical Certificate (**current within 30 days Part I only**)
8. Last three NCOERs (DA Forms 2166-8). Newly promoted SGT/E5's and SPC/E4s **must** submit a letter of recommendation from commander or senior NCO. Note: All rated time within the last 36 months must be submitted.
9. Copy of **all** previous issued DD 214's or NGB 22's.
10. Any of the following Statement of Active Service such:
  - a. NGB Form 23B RPAS (Retirement Points Accounting Statement) ARNG Applicants
  - b. DA Form 1506

**IMPORTANT! PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "**Not Qualified**" because of lack of information. The HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by **email only** within 30 days of closing date of announcement. Applications and associated documents will not be returned nor considered for future vacancy announcements. After recommendation is approved by the Adjutant General, the chairperson of the selection board will contact all applicants to notify them of recommendation or non-recommendation. This office will also confirm recommendation and non-recommendation by memorandum. Do not submit original documents. **YOU MUST BE AWARE OF THE CONTENT OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.**

**SUBMIT APPLICATIONS TO:** JFHQ-NC-HRO, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [hroagr@ng.army.mil](mailto:hroagr@ng.army.mil) no later than 1500 hours on the closing date of the announcement.

**NO ACTION will be taken on INCOMPLETE APPLICATIONS.** Applications may not be mailed using government-supplied envelopes or postage. If not selected, only non-selected letters will be sent to applicants. Applications will not be returned.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.